

**Subject:** RE: Broadway Streetscape Dress Rehearsal -- Liability Insurance

**From:** Suzanne Holley

**Date:** 11/22/2016 09:00 AM

**To:** 'Jessica Wethington Mclean' <jessica.wethingtonmclean@lacity.org>, "Rena Leddy" <rena@fashiondistrict.org>

**CC:** Pauline Chan <pauline.chan@lacity.org>, Blair Besten <blair@historiccore.bid>, Julie Amaya <julie.amaya@lacity.org>

Our signed contracts were delivered via Fedex on Friday. The tracking receipt is attached.

Thanks.

Suzanne

**From:** Jessica Wethington Mclean [mailto:jessica.wethingtonmclean@lacity.org]

**Sent:** Tuesday, November 22, 2016 7:44 AM

**To:** Rena Leddy

**Cc:** Suzanne Holley; Pauline Chan; Blair Besten; Julie Amaya

**Subject:** RE: Broadway Streetscape Dress Rehearsal -- Liability Insurance

Suzanne, Blair -are there still outstanding issues? How can I help?

Sent from my phone. Please pardon brevity, typos, and autofill misfires.

On Nov 21, 2016 4:35 PM, "Rena Leddy" <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)> wrote:

Hi Julie and Pauline,

I have signed the contract. We are also working with our insurance company to submit what is needed and submitting it via Track4LA.

Should I mail you the hard copy of the signed contract?

Thank you!

Rena

**From:** Julie Amaya [mailto:[julie.amaya@lacity.org](mailto:julie.amaya@lacity.org)]

**Sent:** Thursday, November 17, 2016 8:09 AM

**To:** Blair Besten <blair@historiccore.bid>; Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>; Suzanne Holley <[SHolley@downtownla.com](mailto:SHolley@downtownla.com)>

**Cc:** Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)>; Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)>

**Subject:** Re: Broadway Streetscape Dress Rehearsal -- Liability Insurance

Hi Everyone,

Attached is a copy of the revised agreement.

Thanks!

On Wed, Nov 16, 2016 at 5:07 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

To All,

This is a bit of good news--you will notice that the new insurance form Monica Dove just attached has fewer requirements than the exhibit attached to the agreement. There is no longer a requirement for having professional liability or property insurance. However, insurance is still required for workers' compensation, general liability, and automobile liability.

Julie will send you the revised agreement with this less stringent insurance requirement early tomorrow. Thank you.

Pauline

On Wed, Nov 16, 2016 at 2:05 PM, Monica Dove <[monica.dove@lacity.org](mailto:monica.dove@lacity.org)> wrote:

Thank you, Pauline.

Evidence of coverage for the proposed agreement (i.e. Broadway Streetscape Master Plan Dress Rehearsal) must be per the attached Form Gen 146 - *Required Insurance and Minimum Limits*.

Thanks.

Monica

On Wed, Nov 16, 2016 at 12:54 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Monica, Attached is the proposed maintenance agreement for Broadway Dress Rehearsal that we are trying to execute. Did you mean you want to see the existing agreement with the BID for their basic services?

Blair, If so, can you email the existing agreement (incl. scope of work) as requested in my previous email?

On Wed, Nov 16, 2016 at 12:46 PM, Monica Dove <[monica.dove@lacity.org](mailto:monica.dove@lacity.org)> wrote:

Hi Jessica,

The Dress Rehearsal Maintenance Agreement contains additions not included in the existing agreement. For clarity, can you please provide a copy of the Dress Rehearsal Maint. Agreement?

Thanks much.

Monica

On Wed, Nov 16, 2016 at 9:39 AM, Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)> wrote:

Thanks, Jessica. That is true. Perhaps the only addition is the planter maintenance but that is not so far outside of our scope and should hold no more liability than maintaining garbage cans in the public right of way.

**Blair Besten**

*Executive Director*

- [209-211 W 5th Street](#)  
[Los Angeles, California 90013](#)

- p [213.488.1901](tel:213.488.1901)

- [HistoricCore.BID](#)

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- 24HR HOTLINE:  
[213/239-8336](tel:213.239.8336)

- On Tue, Nov 15, 2016 at 5:59 PM, Jessica Wethington McLean  
<[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)> wrote:

The specific nature of the dress rehearsal would not have been included because it didn't exist at the time insurance was purchased, but the activities being done - cleaning, graffiti removal, maintenance, etc are all exactly what the BID does on public areas already. Can you let me know who the risk management person is who reviewed this because it seems they are not clear on what's being done -- it's no different than what the BIDs already do.

---

**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, [Night on Broadway](#)

Office of City Councilmember José Huizar  
200 N. Spring Street #465, Los Angeles, CA 90012  
[Jessica.WethingtonMcLean@lacity.org](mailto:Jessica.WethingtonMcLean@lacity.org) | [213-473-7014](tel:213-473-7014)

- On Tue, Nov 15, 2016 at 11:30 AM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Hi Everyone,

- I just got off the phone with LADOT's Risk Manager, Monica Dove. In order for LADOT to

consider Blair's proposal to waive the new insurance coverage for the proposed maintenance agreement, LADOT will need the following documents from the Historic Core BID for review:

- 1. Detailed scope of work under the existing agreement.

LADOT will see if the scope for both existing and proposed agreements are exactly the same in terms of the responsibilities, tasks, extent of the physical area of space to be cleaned, etc. Unfortunately, the existing agreement that I found online (attached in the earlier email) does not describe the scope.

- 2. Copy of the existing insurance policy describing the coverage for work under the existing agreement.

- I will be sending out the final agreements for signatures this afternoon. I am concerned that assessing Blair's insurance question will take longer than what we have time for, if these documents are not readily available for the Risk Manager's review. Hence, I suggest we move forward on executing the agreements keeping the insurance requirement, and allow the Risk Manager to evaluate Blair's request thereafter.

- Monica--Please chime in, in case I've missed anything.

- Best,  
Pauline

- On Tue, Nov 8, 2016 at 8:12 PM, Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)> wrote:

You framed it perfectly. It already exists and the work falls in line with what we are already providing for the city and districts. Seems superfluous.

Sent from my iPhone

On Nov 8, 2016, at 4:55 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Hi Monica,

- The BID's indicated that they already carry liability insurance as part of an existing agreement with the City. I think they are referring to an existing agreement (e.g., C-123228) (attached) for the "administration of the BID." The question is whether or not the insurance they have under that agreement may be applied to the dress rehearsal maintenance agreement that we are trying to sign ASAP. Can you please let advise? **(Blair, Could you correct me or fill in any missing info to my question?)**

- Thank you!

- Pauline

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**Pauline Chan**

Senior Transportation Engineer  
Active Transportation Division

Los Angeles Department of Transportation  
[213.928.9705](tel:213.928.9705)

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<[Fashion Dist BID Agr C-123228\\_c\\_11-06-13.pdf](#)>

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**Pauline Chan**

Senior Transportation Engineer  
Active Transportation Division

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**Monica Dove**  
**Risk Manager**  
Risk Management Division  
Los Angeles Department of Transportation  
100 S. Main St.  
Los Angeles, CA 90012  
Tel.: [213-972-5954](tel:213-972-5954)

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**Pauline Chan**  
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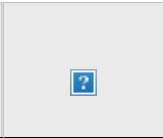
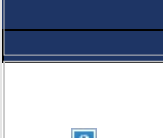



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**Risk Manager**  
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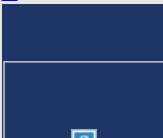
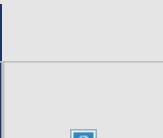
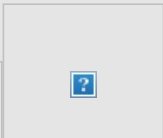
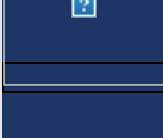

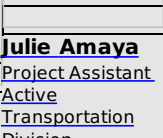
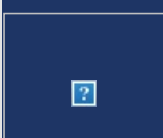

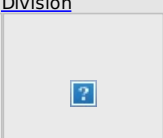
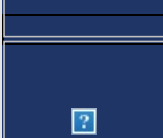


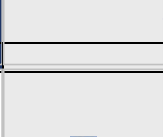






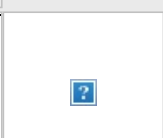
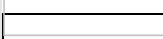
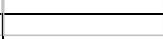
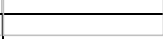
		
		
		<b>Pauline Chan</b> <a href="#">Senior Transportation Engineer</a> <a href="#">Active Transportation Division</a>

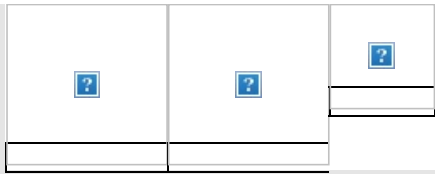
		
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ForwardedMessage.eml

**Subject:** FedEx Shipment 777743405690 Delivered  
**From:** "TrackingUpdates@fedex.com" <TrackingUpdates@fedex.com>  
**Date:** 11/18/2016 12:45 PM  
**To:** Suzanne Holley <SHolley@downtownla.com>

## Your package has been delivered

Tracking # 777743405690

Ship date: <b>Thu, 11/17/2016</b>	Delivery date: <b>Fri, 11/18/2016 12:40 pm</b>
<b>Suzanne Holley</b> DCBID Los Angeles, CA 90017 US	<b>Pauline Chan</b> LA Dept of Transportation (LADOT) 100 South Main Street, 9th Floor LOS ANGELES, CA 90012 US


 **Delivered**



### Shipment Facts

Our records indicate that the following package has been delivered.

Tracking number:	<a href="#">777743405690</a>
Status:	Delivered: 11/18/2016 12:40 PM Signed for By: Signature Release on file
Signed for by:	Signature Release on file
Delivery location:	LOS ANGELES, CA
Service type:	FedEx Standard Overnight
Packaging type:	FedEx Pak
Number of pieces:	1
Weight:	1.80 lb.
Special handling/Services:	Deliver Weekday
Standard transit:	11/18/2016 by 3:00 pm

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